

ADOPTED 2006 BUDGET

DEPT: COUNTY BOARD -
OFFICE OF COMMUNITY BUSINESS DEVELOPMENT PARTNERS

UNIT NO. 1040
FUND: General - 0001

OPERATING AUTHORITY & PURPOSE

The County Board – Office of Community Business Development Partners is responsible for administering the County's disadvantaged business enterprise (DBE) program. Chapter 42 of the Milwaukee County Ordinances sets forth the policy and definitions of Milwaukee County's Federal and non-Federal DBE programs. Chapter 42 describes

policies regarding DBE participation in procurement, public works and professional services contracts; goal setting for DBE participation; contractor/vendor good faith effort (GFE) procedures; and procedures for findings of contractor non-compliance.

BUDGET SUMMARY				
Account Summary	2004 Actual	2005 Budget	2006 Budget	2005/2006 Change
Personal Services	\$ 321,822	\$ 327,984	\$ 340,310	\$ 12,326
Employee Fringe Benefits	170,566	183,904	197,912	14,008
Services	61,382	49,230	86,430	37,200
Commodities	3,771	6,120	6,120	0
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	8,670	0	0	0
Capital Contra	0	0	0	0
County Service Charges	132,583	147,247	158,370	11,123
Abatements	(121,616)	(133,487)	(144,545)	(11,058)
Total Expenditures	\$ 577,178	\$ 580,998	\$ 644,597	\$ 63,599
Direct Revenue	9,055	1,000	1,000	0
State & Federal Revenue	0	0	0	0
Indirect Revenue	213,442	275,348	20,000	(255,348)
Total Revenue	\$ 222,497	\$ 276,348	\$ 21,000	\$ (255,348)
Direct Total Tax Levy	\$ 354,681	\$ 304,650	\$ 623,597	\$ 318,947

ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2004 Actual	2005 Budget	2006 Budget	2005/2006 Change
Central Service Allocation	\$ 10,706	\$ 12,733	\$ 21,771	\$ 9,038
Courthouse Space Rental	84,612	79,891	83,257	3,366
Document Services	440	914	0	(914)
Tech Support & Infrastructure	8,756	12,779	15,762	2,983
Distribution Services	29	109	34	(75)
Emergency Mgmt Services	0	0	0	0
Telecommunications	2,574	1,471	1,967	496
Record Center	3,573	3,026	2,093	(933)
Radio	0	0	0	0
Computer Charges	3,615	5,437	8,783	3,346
Applications Charges	7,311	17,127	10,878	(6,249)
Total Charges	\$ 121,616	\$ 133,487	\$ 144,545	\$ 11,058
Direct Property Tax Levy	\$ 354,681	\$ 304,650	\$ 623,597	\$ 318,947
Total Property Tax Levy	\$ 476,297	\$ 438,137	\$ 768,142	\$ 330,005

* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

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PERSONNEL SUMMARY				
	2004 Actual	2005 Budget	2006 Budget	2005/2006 Change
Personal Services (w/o EFB)	\$ 321,822	\$ 327,984	\$ 340,310	\$ 12,326
Employee Fringe Benefits (EFB)	\$ 170,566	\$ 183,904	\$ 197,912	\$ 14,008
Position Equivalent (Funded)*	5.0	5.0	5.8	0.8
% of Gross Wages Funded	65.2	92.0	94.9	2.9
Overtime (Dollars)**	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0

* For 2004, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
			TOTAL	\$ 0

MISSION

The Office of Community Business Development Partners implements County/Federal DBE program regulations, establishes DBE goals, certifies DBE firms, monitors and enforces contract compliance, and promotes business opportunities and capacity building which increase overall economic viability for small and disadvantaged businesses in Milwaukee County.

DEPARTMENT DESCRIPTION

The Office of Community Business Development Partners is responsible for the disadvantaged business enterprise DBE program of Milwaukee County. Milwaukee County receives substantial Federal funding for its Transit and Paratransit systems, Airports and Federal and State highway programs from the USDOT. The DBE program, on behalf of Milwaukee County, insures that full compliance is maintained with all Federal and State DBE laws.

Specific responsibilities of the office include annual and project goal setting for Federal Aviation Administration (FAA), Federal Transit Administration (FTA) and Wisconsin Department of Transportation (WisDOT) administered Federal Highway

Administration (FHWA) programs; contract compliance monitoring; DBE firm certifications and

appeals in accordance with 49 CFR 26 and terms of the Wisconsin Unified Certification Program (UCP) Agreement; DBE outreach programs that seek to promote greater utilization of DBE firms; DBE business development and technical assistance efforts; administration of revolving loan accounts to provide short-term assistance to qualifying DBE firms; and development of various small business seminars on effective business operations.

BUDGET HIGHLIGHTS

- Personal Services expenditures without fringe benefits increase by \$12,326 from \$327,984 to \$340,310.
- Tax levy has increased \$318,947 or 105% from 2005, to fix unrealizable revenue estimates from capital.
- A current year action resulted in the abolishment of a Joint Certification Analyst and the creation of a Certification Analyst Fiscal.

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- Other direct revenue that is derived from registration fees from the annual outreach/expo is maintained at the 2005 level of \$1,000.
- While no capital project revenue is budgeted for 2006, a loss of \$275,348, the Community Business Development Partners (CBDP) Director is authorized to develop and implement crosscharges to capital projects in the capital budget for which CBDP provides direct services in 2006. Such charges should equal no more than 1.5% of the total cost of the project. Similarly, the CBDP Director is also authorized to develop and implement crosscharges to any and all operating departments for which CBDP provides direct services in 2006. For 2006, \$20,000 is budgeted for services provided to the airport.
- Legal fees are appropriated at \$25,000 to reflect the legal assistance needed to redesign the FAA DBE program for Airport concessions required by issuance of new Federal regulations in 2005.
- Professional Services are appropriated at \$10,000 to provide maintenance support for the Contract Compliance Monitoring database under development in 2005.
- Auto allowance is increase \$1,700 from \$300 to \$2,000 to reflect actual miles driven by staff for construction site visits, certification onsite reviews, and business development and capacity building activities.
- Meetings and other authorized travel is increase \$4,000 from \$1,000 to \$5,000 to reflect training needs required by the issuance of new Federal regulations for airport concessions by FAA. This includes travel to the annual AMAC conference.
- The CBDP Director is authorized and directed to submit a report in July 2006 to the Finance and Audit Committee summarizing the extent to which CBDP crosscharges have been charged to the capital budget and to County departments for specific services rendered during the first half of 2006, including quantifying the total amount of crosscharges. The Director is also authorized and directed to work with the Department of Administrative Services-Fiscal Affairs Division in making recommendations for adding capital and/or operating crosscharge revenue to the 2007 CBDP budget, based on this information.
- The CBDP Director will work with the Department of Administrative Services-Fiscal Affairs Division and the Department of Audit to add the Office of Community Business Development Partners as a department in the Central Services Allocation whose costs will be charged to grant and revenue receiving departments under the Cost Allocation Plan. This initiative will explore all aspects of including CBDP costs in the Cost Allocation Plan, including receiving approvals from the necessary Federal agencies. CBDP crosscharges for services to operating departments will be phased out upon final implementation of the inclusion of CBDP costs in the Cost Allocation Plan.
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."